



MINUTES

Wednesday, May 11, 2005

8:30 a.m. – 11:00 a.m.

Missouri Department of Transportation, Creek Trail Drive

The May 11, 2005 meeting was called to order at 8:30 a.m. by Micki Knudsen, Co-Chair.

Micki presented Maggie Schmidt with a certificate on her outstanding performance as previous co-chair.

Agenda Items

MOSERS Update – Scott Simon, MOSERS

Scott spoke briefly about retirement legislation. The major legislation related to a retirement incentive package did not pass during the session.

Life Insurance and Long Term Disability Plan Changes – Brian Hendricks, Carl D'Amato, Maureen Addington, The Standard Insurance*

Several representatives from The Standard Insurance made a presentation regarding various changes to the long-term disability program administered through MOSERS. The changes will become effective July 1, 2005. All SHRMC members who attended the meeting and who signed the attendance sheet, as well as those members already on our SHRMC mailing list, will receive an electronic version of the packet of materials to be furnished by The Standard Insurance.

OA Update – Gary Fogelbach, Office of Administration*

The O.A. electronic application is up and running. Applicants can go to the Division of Personnel, Resource Center, to complete the on-line application.

The Personnel Advisory Board's Pay Plan Hearing is on June 14. Written comments will be submitted by SHRMC after discussion at the June 8 meeting.

Gary spoke about Senate Bill 367, which contains changes to HB1548 and SB600. If Governor Blunt signs this bill into law, it will limit the forced pay down of comp time to only certain agencies. The legislation also requires payroll deduction for state employees subject to a tax compliance payment plan with the Dept. of Revenue.

Account Series Review – Jim Carder, Former Director of Accounting*

Jim discussed the job classification proposal regarding positions in the Accounting Series. Agencies were furnished the information in advance of the SHRMC meeting. Agencies are encouraged to review the proposal and make comments by May 31, 2005.

Continuity of Operations – Bob Roark, Ciber, Inc.*

Ciber, Inc., had been engaged by the Office of Administration to work with various agencies to develop Business Continuity Plans. Bob Roark and John Burgher have already been in touch with several agencies based on a set order of priority to begin working on their plans. It will be very important to involve human resources staff in the discussions as agencies develop their plans. Bob provided a handout which lists the high level issues that will need to be addressed as agencies develop their plans.

**SHRMC will be working further as a group to address these issues as well. We may need to consider putting together a SHRMC work group to work on these further.

Other Announcements**Annual Leave Sweep – Micki Knudsen, MoDOT**

Micki indicated an e-mail would be forthcoming regarding a proposed change in the rule on the date of the annual leave sweep. MoDOT wishes to pursue a change in the rule to move the date from October 31 to December 31. The e-mail requesting agency feedback regarding this matter was sent out on Friday, May 20, 2005.

FMLA Best Practices in Missouri State Government – Jane Frew, Public Defenders Office

Jane passed out limited copies of the draft report regarding FMLA best practices. Those who have received a copy are encouraged to comment so that the Committee can finish the report and issue a final version. If you would like a copy of the report, please contact Jane or Micki Knudsen.

SHRM Certification Preparation Course – Cheri Swales

Reminder – If interested, please sign up for the SHRM Certification Preparation Course. The information is on the SHRMC website or contact Cheri Swales at DESE.

Drive Smart – Micki Knudsen

Micki asked everyone to check out MoDOT's website for information concerning MoDOT highway construction projects and the locations of numerous work zones that will be set up throughout the summer. The number of work zones will be triple that of previous years due to the Smoother, Safer, Sooner Initiative. An e-mail with additional information was sent to SHRMC participants on May 17, 2005. Everyone is encouraged to pass this information along.

Next SHRMC Meeting: June 8, 2005, 8:30 a.m.

Location: MoDOT, 1320 Creek Trail Drive, Conference Room I-70

Meeting adjourned.

***THE HANDOUTS FOR THESE TOPICS ARE BELOW.**